

WEST VIRGINIA LARGE QUANTITY USERS

**Instructions on Registering and Completing
the Large Quantity User Survey for
Water Providers, Oil & Gas, and Industrial Users
on WVDEP's Electronic Submission System**



**West Virginia
Department of
Environmental
Protection**

Water Use Section

WVDEP

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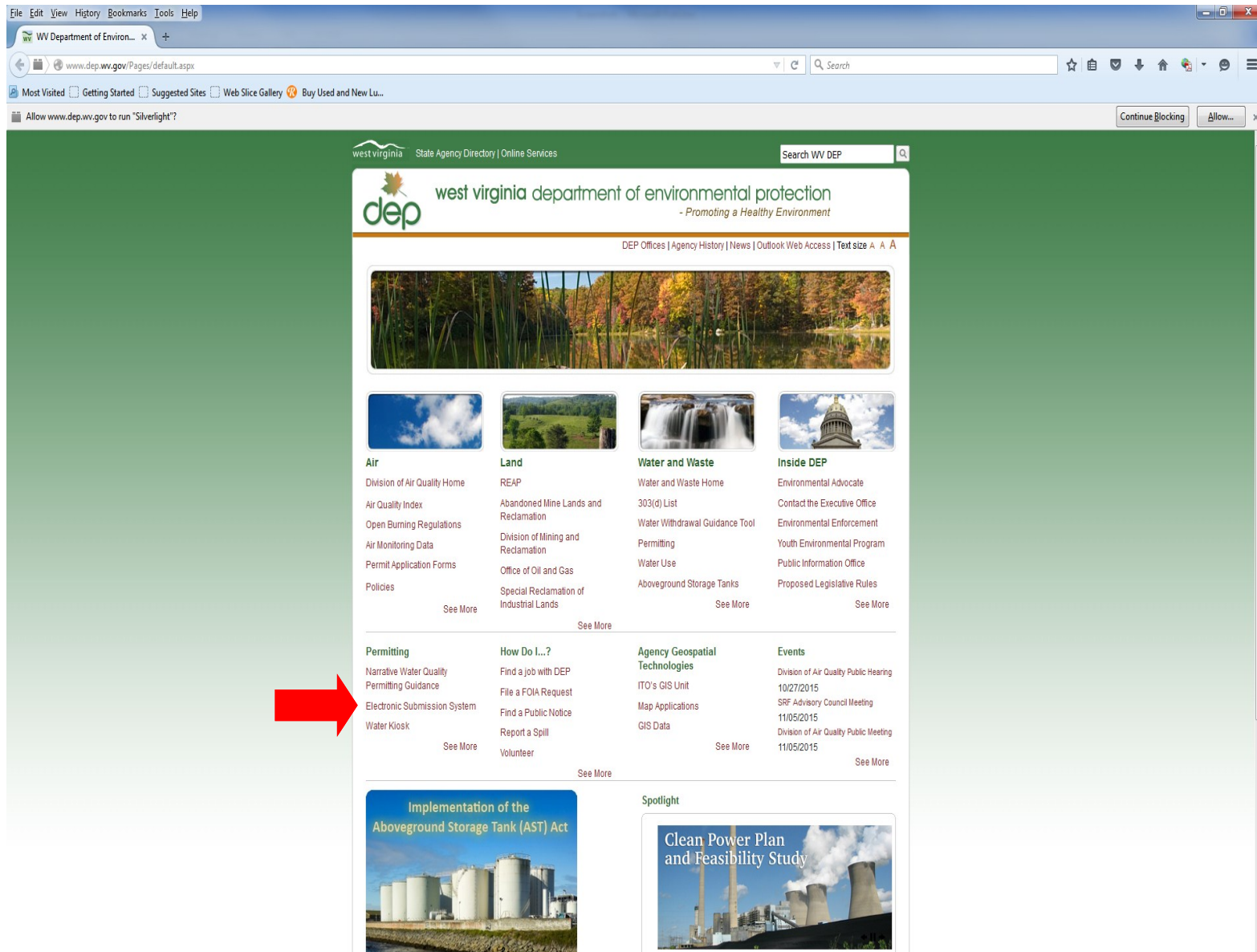


Registration Process

1. Go to the following link:

⇒ www.dep.wv.gov

2. Click **Electronic Submission System (ESS)** under Permitting.



3. Sign Up if you have never registered in ESS.

⇒ If you have already registered in ESS and have your username and password, continue to Step 9 on Page 8.

File Edit View History Bookmarks Tools Help

Electronic Submission Syst... x +

https://apps.dep.wv.gov/eplogin.cfm

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dep west virginia department of environmental protection

Electronic Submission System

News

Released	Office	Application
07/30/2015	System Maintenance	Network Outage is planned for August 22nd and 23rd, you will not be able to access ESS, eDMR or public application and permit search queries.
06/18/2015	System Maintenance	Our scheduled network maintenance outage will occur on June 18th from 8:00 PM until 12:00 AM. During this time, there will be an impact to internet traffic for all customers for brief intervals.
06/15/2015	File Attachments	Between June 11 and 15 you may have experienced trouble trying to view attached documents, we have fixed this part of the issue. We feel we should have them repaired by 16th. Any that are found not to be there after this time, should be attached again. We apologize for this inconvenience, and again want to stress we are doing everything we can to quickly relocate the files to proper server.

Electronic Submission System (ESS) is the preparation, delivery, review, correction, approval, and publication of permit application data by using web-based technologies to integrate industry, regulators and the public with a common interface. Information requirements are the same as the paper counterparts.

The only technical requirements are an Internet connection, an email account, and Microsoft's Internet Explorer (Version 6.0 or later).

NOTE:

You do not have to be signed up to access the Public Query.

- If you have never signed up for a log in and password, do so now by clicking [here](#) or the 'Sign Up' button.
- Once your information has been verified, an account will be set up for you in the system.
- You will be notified of your user id and password by email, usually within 72 hours.
- You will then have access to complete your Electronic Submissions online.

Please Note: Applications are reviewed only during regular business hours.

Privacy Statement: We process your personal information as needed to establish and maintain a business relationship with your company. Your personal information may be disclosed to other State agencies or third parties in the normal course of business or as needed to comply with laws, including Freedom of Information Act requests. A complete privacy notice is available [here](#) or You can e-mail the WV DEP Privacy Officer at depprivacyofficer@wv.gov.

In accordance with West Virginia Code Chapter 24A and the Department of Environmental Protection Privacy Policy, specific information

Account

- Login
- Sign Up

Aboveground Storage Tanks (ASTs)

- Do I need to register?
- Do I need to Modify My Tank Registration?
- Registration User's Guide
- Sample Registration

ESS Guidance

- Sign Up Guidance
- Security Guidance

Mining

- Tour
- General FAQ
- Maps
- eMaps
- Overview

eDMR Info


- Users Guide
- FAQ
- File Structure

Public

- Query

4. Select yes or no in the drop down box and press continue.

User Login Request - Windows Internet Explorer

 **user login request**

Welcome To The Registration Process

NOTE: You do not have to be signed up to access the Public Query.

The registration process gives you, the user the ability to gain access to the program of your choice. Whether you are a current user wanting to gain access to another program or a new user to the system, just answer the questions for registration. Click on [\(Need help?\)](#), below to better determine how to proceed with the user login process.

Before proceeding, you need to know whether you are requesting a login ID as a "Security Administrator" or not. A **Security Administrator** is an individual from an organization/company that is in charge of a principle business function or who performs similar policy or decision making functions with the authority to sign documents for that organization/company, and also has the authority to authorize existing WV DEP Electronic Submission System (ESS) customers to prepare and review electronic document submittals on behalf of the organization/company.

The **Security Administrator must write a letter on company letterhead** detailing who will have Security Administrator rights within DEP's Electronic Submission System (ESS) for the organization/company ([Click here for Sample letter](#)). The letter must be signed by an authorized company official and attached within the Sign Up process. For more detailed instructions and information, please read the "Sign Up Guidance" and "Security Guidance" located on the main Electronic Submission System page.

The company official appointed as **Security Agent** is in charge of authorizing existing WV DEP Electronic Submission System (ESS) customers to prepare and review electronic document submittals on behalf of the organization/company. This individual will be responsible for not only adding users, but will also be responsible for changing security settings and deactivating users when needed. The Security Agent must be someone with the company.

If you are requesting a user login ID so you can **complete work on behalf of a company or companies**, and are not the company's Security Administrator or Agent, please continue completing this registration. Once registered, contact the company's Security Administrator or Agent to be granted appropriate access to that company in ESS. You will have the same user login ID, regardless of whether you work for one or multiple companies.

Do you already have a user login: [\(Need help?\)](#)

If you needed to **Sign Up...** tell us if you already have a Login and press **Continue**

100%

5. On this page, you will register and create a login and password.

- ⇒ Select Water and Waste Management from dropdown menu as DEP office
- ⇒ Type ePermitting in text box as type of document being submitted through ESS initially.

The screenshot shows a web browser window with the title 'User Login Request' and the URL 'https://apps.dep.wv.gov/webapp/_dep/LoginRequest/requestlogin.cfm'. The page header features the 'dep' logo and the text 'user login request'. Below the header, the section 'Begin The Registration Process' is displayed, followed by the instruction: 'Not a registered user yet? Just provide us with the following information in the form below.'

The form contains the following fields and sections:

- Legal Last Name: [text box]
- Legal First Name: [text box]
- Legal Middle Name (if you do not have one, use N/A): [text box]
- Company/Organization (or N/A): [text box]
- Address: [text box]
- City: [text box]
- State: [dropdown menu, currently showing 'West Virginia']
- Zip Code: [text box]
- Telephone: [text box]
- Email Address: [text box, with a note: '(system sends your account info here once processed)']
- Please select one DEP office (this will not limit you to this office): [dropdown menu]
- Which type of documents will you be submitting through ESS initially, i.e. mining or water permit application, AST registration, eDMR?: [text box]
- Are you going to be the Security Administrator for this Organization/Company or owner of a Sole Proprietorship business?: [dropdown menu]
- If yes, Security Administrators attach copy of Authorization Letter; Sole Proprietorships attach copy of West Virginia State Tax Department Business Registration Certificate. [text box]
- Secret Question: [text box]
- Secret Answer: [text box]
- Buttons: 'Quit Registration', '<< Back Up', 'Continue >>'

Annotations on the form:

- A yellow box with the text 'CLICK... Water and Waste Management from dropdown menu' has an arrow pointing to the 'Please select one DEP office' dropdown menu.
- A yellow box with the text 'ePermitting' has an arrow pointing to the 'Which type of documents' text box.
- A yellow box with the text 'Secret Question and answer... example: Question—first pet? answer—flash' has an arrow pointing to the 'Secret Question' text box.
- A yellow box with the text 'CLICK—Continue when done' has an arrow pointing to the 'Continue >>' button.

6. Check the box next to “ePermitting, eDMR or Aboveground Storage Tank Registration” and click Continue to submit your login request.

User Login Request - Windows Internet Explorer

user login request

Continue The Registration Process

Please select the item below that indicates your program preference. Once your selection is made, click continue to complete registration.

☒ ePermitting, eDMR or Aboveground Storage Tank Registration

Quit Registration << Back Up Continue >>

7. Once submitted, you should receive a login and password via email within a 72 hour period.

User Login Request - Windows Internet Explorer

user login request

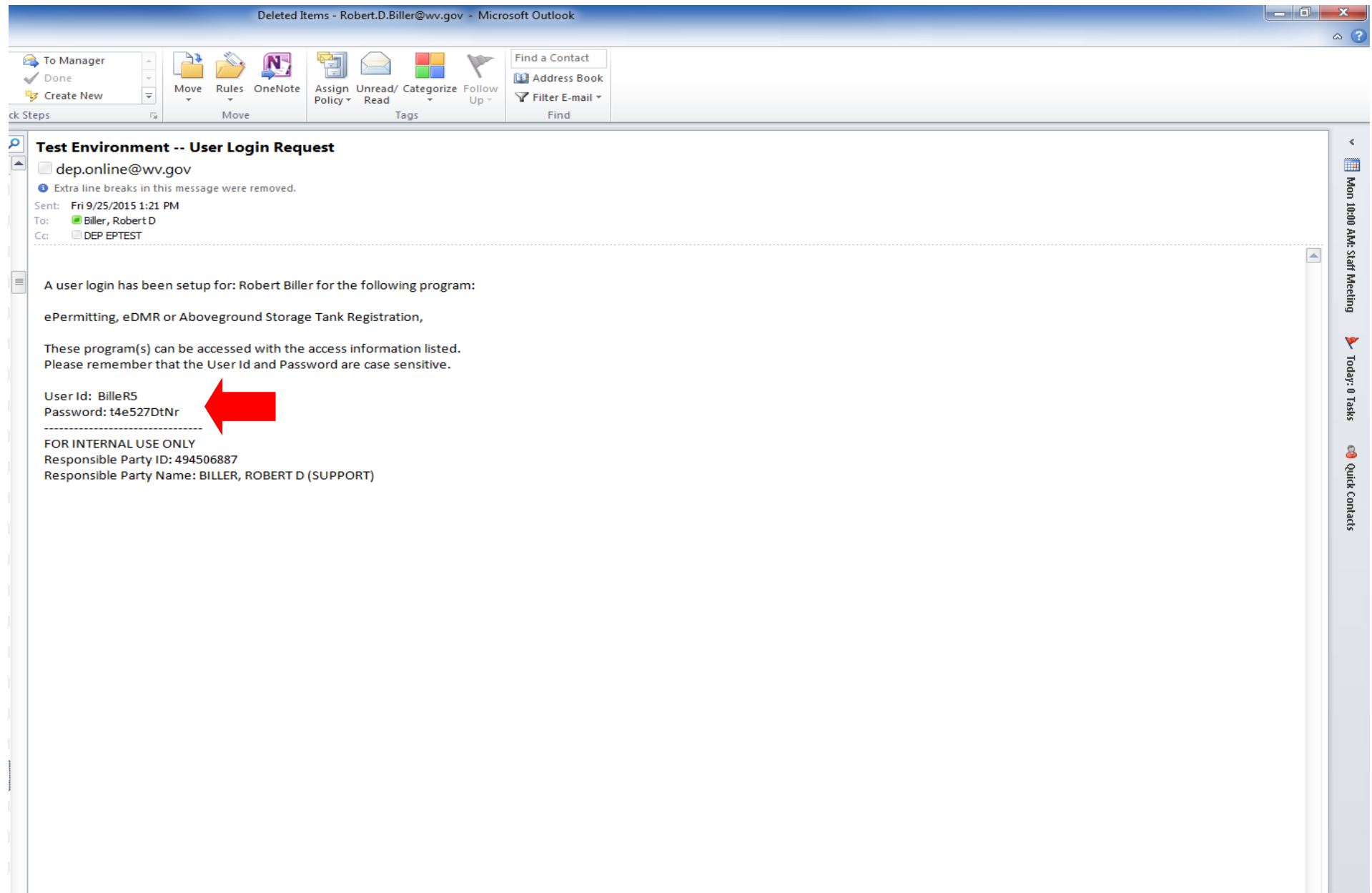
Registration Complete

You have successfully completed the registration process. Once your application has been reviewed, you will be sent your login and password for the program via email. You should generally receive your information within a 72 hour period unless you have registered during a weekend or holiday.

Thank you once again Fini N/A Bya for completing the registration process.

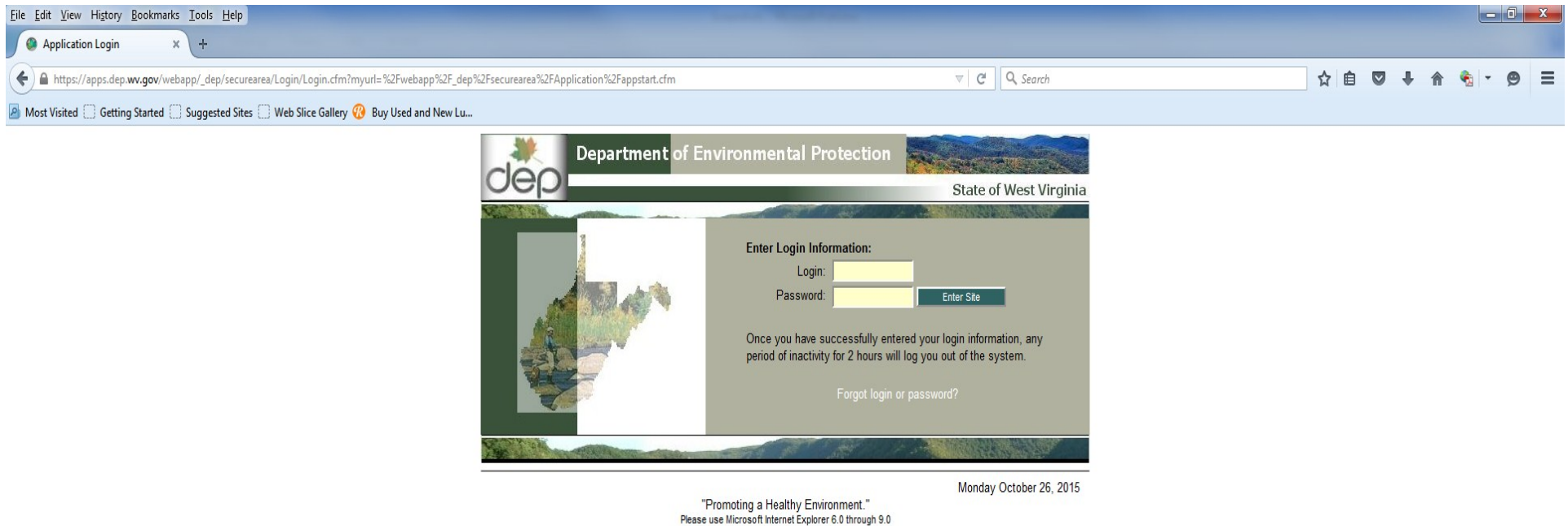
Close Window

8. Your login will be sent in an email such as this.



9. Navigate to the login page and sign in.

⇒ You will be asked to change your password if this is your first time logging in.



10. In the Process dropdown menu select New to start a new survey or Continue if returning to complete the survey.
11. In the Office dropdown menu, select Water and Waste Management (OWR).

NOTE: Always select this option for the LQU Survey

12. Select your company or your name in the Applicant dropdown menu. (The available choices were generated from the information you provided during the ESS registration.)

13. In the Type dropdown menu, select the option that is most applicable to you:

- ⇒ Water Provider — Supply drinking water to the public.
- ⇒ Oil & Gas — Horizontal well industry.
- ⇒ Industrial Users—All others.

14. The Ref. ID will be the name you create for your survey.

- Ex. Charleston Plant.

15. Once you create a Reference ID, click Create New to get started on the LQU Survey.

This window displays whether your survey has been submitted or is still in progress. Click on the Reference ID or Application Name to continue working on any unfinished surveys.

Applicant Information for Electronic Permitting - Windows Internet Explorer

west virginia dep electronic submission system

selection process

Welcome BILLER, ROBERT D (SUPPORT)

Process:

Office:

Applicant: (Who is this?)

Type: [Help](#)

Ref. ID:

[Create New](#) [Log out](#)

You will continue to receive choices as you make each selection.

Once your choice is selected, you will receive another response box to make your next selection.

Once all your selections are made, you will be able to begin your application.

Last 60 days work-in-progress

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OWR	BILLER, ROBERT D (SUPPORT)	LQUWP		test 3 (09/28/2015)	Submitted	09/28/2015
OWR	BILLER, ROBERT D (SUPPORT)	LQUWP		Test1 (09/25/2015)	0% completed	
OWR	BILLER, ROBERT D (SUPPORT)	LQUWP		494506887 (09/28/2015)	0% completed	
OWR	BILLER, ROBERT D (SUPPORT)	LQUWP		test2 (09/25/2015)	20% completed	

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Please use Microsoft Internet Explorer 6.0 through 9.0
Test Environment

Friday October 30, 2015

https://wwwtest.dep.wv.gov/webapp/_dep/securearea/application/openDocument.cfm?dep_id=OWR&app=76800&permit_id=New/Pending&type=L

LQU Survey

Each survey is tailored to company purpose. Below is an example of the Water Provider Survey. The main menu displays each section of the survey. Click on the link to any section to take you to that page.

The screenshot displays the 'west virginia electronic submission system' interface. The top navigation bar includes the DEP logo and the text 'section list'. The main content area is divided into two columns. The left column contains a list of sections: 'Water Provider Survey', 'Water Use Definitions & Questions', 'Surface Water', 'Groundwater', and 'Water Provider (Purchased Water)'. The right column contains a list of sections: 'Water Provider Survey', 'Water Use Definitions & Questions', 'Surface Water', 'Groundwater', and 'Water Provider (Purchased Water)'. A yellow callout box points to the first icon in the left column, stating: 'This icon indicates if a section has been completed. If completed, there will be horizontal lines across the icon.'

DEP - Review Application - Windows Internet Explorer

west virginia
electronic submission system

section list

Current User: BILLER, ROBERT D (SUPPORT)
Ref. Id: 494506887 (09/28/2015)
Status: New

Applicant: BILLER, ROBERT D (SUPPORT)
Type: LQUWP - Water Provider Survey
Permit No.: New/Pending

[Water Provider Survey](#)
[Water Use Definitions & Questions](#)
[Surface Water](#)
[Groundwater](#)
[Water Provider \(Purchased Water\)](#)

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Test Environment

Friday October 30, 2015

The items listed to the right make up the application.

By clicking on each item, you can fill out the required form and submit your application for approval.

Return Home
Log Out

LQU Survey

Fill out the information below and mark the section complete at the top of the page before clicking Next. Each page times out at 2 hours, so Save Changes and mark the Section Incomplete if you plan on completing the survey later.

Electronic Application System - Windows Internet Explorer

Current User: BILLER, ROBERT D (SUPPORT)
Ref. Id: 494506887 (09/28/2015)
Status: New

Applicant: BILLER, ROBERT D (SUPPORT)
Type: LQUWP - Water Provider Survey
Permit No.: New/Pending

Water Provider Survey

Section Complete ☐ Section Incomplete ☐

Activities Attachments Comments Instructions

Reporting Year: 2015

Facility

Facility Information --

Name: [Redacted]
Mailing Address--
Street: [Redacted]
City: [Redacted]
State: [Redacted] Zip Code: [Redacted]
Phone: [Redacted] Fax: [Redacted]
SIC Code: [Redacted]
NAICS Code: [Redacted]
Number Employees at Facility: [Redacted]
Facility FEIN**: [Redacted]

Site of Operation

Facility Physical Address -- Same as above ☐

Street: [Redacted]
City: [Redacted]
State: [Redacted] Zip: [Redacted]
County: [Redacted]

Owner

Owner Address --

Name: BILLER, ROBERT D (SUPPORT)
FEIN**: [Redacted]
Street: [Redacted]
City: [Redacted]
State: [Redacted] Zip: [Redacted]
Phone: [Redacted]
Email: [Redacted]

Company Contact

First Name: [Redacted] Last Name: [Redacted]
Title: [Redacted]
Phone: [Redacted]

Fill out the information and when finished CLICK **Section Complete**.
CLICK **Save Changes**, and then CLICK **Next**.

Save Changes Back Next Print Current Version Reset

Navigator | Menu | Index | Home | Log Out

LQU Survey

Note:

Make sure that data entered is correct before submitting. Total annual withdraws/discharges will be automatically calculated based on the numbers given.

Electronic Application System - Windows Internet Explorer

Current User: BILLER, ROBERT D (SUPPORT)
Ref. Id: 494506887 (09/28/2015)
Status: New

Applicant: BILLER, ROBERT D (SUPPORT)

Section Complete ☐ Section Incomplete ☒

Complete a Surface Water form for each Surface Water intake. Click the Add button below the form to add another instance of the page to complete.

Not Applicable ☐ NOTE: When checked all data in form(s) below will be permanently removed.

Surface Water

Intake Name:

County:

Datum:

Decimal Latitude**: Decimal Longitude**:

How was location determined?

Water source name:

Water source type:

How did you determine withdrawal?

If calculated, describe how calculated?

What is the water used for?

** These fields are confidential and will be displayed as Xs when viewed by public.

Gallons per Month

January: February: March:

April: May: June:

July: August: September:

October: November: December:

Add 1 Row

ColdFusion Server Developer 9,0,2,282541
Template /webapp/_dep/securearea/application/Templates/GenericSection.cfm
Time Stamp 30-Oct-15 09:49 AM
Locale English (US)

Save Changes Back Next Print Current Version Reset

Navigator | Menu | Index | Home | Log Out

Click Not Applicable if the section does not apply. All data in the form below will be permanently removed.

Remember to click Section complete before continuing to the next page.

If you need to add additional withdraw sites, click the right arrow until the amount of rows you need are displayed.

To delete a row, Click the white box next to each row.

LQU Survey

Once all sections are marked complete, you will be able to submit your application. After the survey has been submitted, no further changes can be made.

DEP - Review Application - Windows Internet Explorer

west virginia dep electronic submission system

section list

Current User: BYA, FNISTES B (SUPPORT) Applicant: BYA, FNISTES B (SUPPORT)
Ref. Id: 123456 (10/07/2015) Type: LQU - Oil and Gas Operator
Status: New Permit No.: New/Pending

- [General Information](#)
- [Surface Water Withdrawal](#)
- [Groundwater](#)
- [Water Provider \(Purchased Water\)](#)
- [Water Usage Locations](#)

[SUBMIT APPLICATION](#)


Monday November 09, 2015

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Please use Microsoft Internet Explorer 6.0 through 9.0
Test Environment

Notice that all of the icons have horizontal lines running across. This means the section is complete. To submit the application, click Submit Application and click Submit again when the next window appears.

The items listed to the right make up the application.

Electronic Application System - Mozilla Firefox
https://epermit.dep.wv.gov/webapp/_dep/securearea/application/Templates/GenericModule.cfm

 Current User: BYA, FNISTES B (SUPPORT)
Ref. Id: Bya - IWS 2015 (12/10/2015)
Status: New

Applicant: BYA, FNISTES B (SUPPORT)
Type: LQU - Industrial Water Survey
Permit No.: New/Pending

F. POTW - Water Discharge

● Section Complete ○ Section Incomplete

Activities Attachments Comments Instructions

Complete a POTW - Water Discharge form for each POTW discharge point. Click the Add button below the form to add another instance of the page to complete.

Not Applicable ☐ NOTE: When checked all data in form(s) below will be permanently removed.

POTW - Water Discharge

POTW Name:

Datum:

Decimal Latitude**: Decimal Longitude**:

If you need assistance with obtaining location coordinates, you can link to Google Maps [here](#).

How was location determined?

** These fields are confidential and will be displayed as Xs when viewed by public.

Gallons per Month

January: <input type="text"/>	February: <input type="text"/>	March: <input type="text"/>
April: <input type="text"/>	May: <input type="text"/>	June: <input type="text"/>
July: <input type="text"/>	August: <input type="text"/>	September: <input type="text"/>
October: <input type="text"/>	November: <input type="text"/>	December: <input type="text"/>

This is a page from the LQU Industrial User survey, this is for Discharge sites. Discharge pages include POTW, Stream, Private Reservoir, Public Lake, and Underground Injection Well. They all appear basically the same way. Click "Add Row" for multiple Discharge sites.

Save Changes Back Next Print Current Version Reset

Navigator Menu Index Home Log Out

Electronic Application System - Mozilla Firefox
https://epermits.dep.wv.gov/webapp/_dep/securearea/application/Templates/GenericModule.cfm

Current User: BYA, FNIISTES B (SUPPORT)
Ref. Id: Fini Bya - LQU Report 2015 (12/09/2015)
Status: New

Applicant: BYA, FNIISTES B (SUPPORT)
Type: LQU - Oil and Gas Operator
Permit No.: New/Pending

E. Water Usage Locations

Section Complete Section Incomplete

Activities Attachments Comments Instructions

For each withdrawal location (as listed in the previous forms), provide a list of well pad names and the location where the water was used.

Withdrawal Location Name - Well Pad and County

Withdrawal Location Name: Goose Creek @ Sissonville

Well Pad Name: Goose Creek @ Sissonville

Well Pad Location--
Grapevine Creek @ Roost
Rockwater Energy Solutions

County: Kanawha Datum: NAD83

Decimal Latitude**: 38.567921 Decimal Longitude**: -81.525147

How was location determined? Satellite/Aerial Photo

** These fields are confidential and will be displayed as Xs when viewed by public.

Add 1 row

Save Changes Back Next Print Current Version Reset

Navigator | Menu | Index | Home | Log Out

This page is from the LQU Oil & Gas survey, the last page. This page is for the well pad location. You will need to give a well pad location for every withdrawal site from the dropdown menu. The withdrawal locations on this dropdown menu will list all the withdrawal sites you previously entered in the survey. For example: If you had two well withdrawal sites and one surface water withdrawal site = you will need three well pad locations. It is simple to add well pad locations, just click "Add Row" until you have three total well pad sites to match your three withdrawal sites.